Guidance for applicants

Please complete every relevant section of this form and return it by the deadline stated in the job advertisement. You may type into the document or print and write clearly in black ink. The school does not accept a CV instead of this application form.

Employment and education: Give a full, continuous history since leaving secondary education, including paid work, self-employment, training, education, caring responsibilities, volunteering and periods without employment. Explain any gaps and provide reasons for leaving employment. Continue on a separate page if needed.

References: Provide two appropriate professional referees. One should normally be your current or most recent employer; where you have worked with children previously, include a referee from your most recent child-facing employment. Referees should have sufficient seniority or authority to comment on your work and suitability. We do not accept references from relatives or friends. References will normally be sought before interview where possible, directly from referees.

Shortlisting: Explain how you meet the person specification in your supporting statement, giving specific examples. The school will explore gaps, discrepancies or concerns with applicants. Shortlisted candidates may be subject to proportionate searches of publicly available online information as part of safer recruitment due diligence.

Safeguarding: The school is committed to safeguarding and promoting the welfare of children. Appointments are subject to relevant pre-employment checks, including identity, right to work, references, qualifications where applicable, and DBS/barred-list and other checks where legally required. Shortlisted candidates may be asked to complete a separate confidential safeguarding and criminal-record self-declaration. Only legally disclosable records should be declared.

Equality and adjustments: Applicants are assessed against the requirements of the role. Please tell us if you need adjustments to take part in recruitment. Equal opportunities monitoring is collected separately and is not supplied to the selection panel.

Information handling: Please read Appendix B and the school's full recruitment privacy notice before submitting. The school will process information for recruitment and safeguarding purposes under applicable data-protection law.